



C A L I F O R N I A D E P A R T M E N T O F
Mental Health

1600 9th Street, Sacramento, CA 95814
(916) 654-2378

REQUEST FOR QUOTATION (RFQ)
Notice to Prospective Contractors

To: PROSPECTIVE CONTRACTORS

You are invited to submit a quotation to the California Department of Mental Health for project number 06-76252-000 titled:

**CALIFORNIA DEPARTMENT OF MENTAL HEALTH (DMH)
Mental Health Services Act-Workforce Education and Training
Statewide Support of Regional Partnerships
FOR FISCAL YEARS 2006-2007, 2007-2008**

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions (GTC-1005) and Contractor Certification Clauses (CC-1005) that may be viewed and downloaded at Internet site <http://www.ols.dgs.ca.gov/Standard+Language>. If you do not have Internet access, a hard copy may be obtained by contacting the persons listed below.

In the opinion of the Department of Mental Health, this RFQ is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this RFQ is:

Warren Hayes, Chief, MHSA Workforce Education and Training at (916) 651-0461 for questions concerning the IFB requirements.

Deanna Brown, Contract Analyst, 916-651-8986 for questions concerning the contracting process. Please note that no *verbal* information given will be binding upon the State unless such information is issued in writing as an official addendum to this RFQ.

Sincerely,

Deanna Brown

Contract Analyst
Administrative Services

Enclosures

1) Purpose of this RFQ

The purpose of this RFQ is to contract with a subject matter expert (Contractor) for consultative assistance in the development and support of regional partnerships throughout California.

California voters approved Proposition 63 that established the Mental Health Services Act (Act) in the Welfare and Institutions Code (Section 5840-5898). The Act mandates a change in the manner in which public mental health services are delivered in California, and supports a diverse, culturally competent workforce providing values-driven evidence-based services that support wellness, recovery and resilience.

Accordingly, WIC 5820(8)(d) requires the establishment of regional partnerships among the mental health system and the educational system to expand outreach to multicultural communities, increase the diversity of the mental health workforce, to reduce the stigma associated with mental illness, and to promote the use of web-based technologies, and distance learning techniques.

2) Scope of Work

The contractor will assist in the development of an appropriate number of geographically proximate regional partnerships that act as an employment and educational resource for mental health providers, education and training entities, consumer and family members, and any community partners participating in public mental health. These forums would act as both an opportunity to employ consumers and family members, as well as increase their participation in all levels of public mental health.

The Contractor will facilitate the development of a) a process for determining the appropriate number of regional partnerships throughout California, and b) assist each regional partnership in determining which functions would be most useful for their region.

Functions in each partnership might include:

- a) An exchange of job and internship opportunities in public mental health
- b) A convener of education, training and technical assistance opportunities
- c) A hub to promote distance learning, and regional decision-making
- d) Collaboration with existing allied support systems to public mental health
- e) Determining recipients of stipends, scholarships and loan forgiveness programs based on local diversity, language proficiency and workforce needs
- f) Sharing promising and innovative practices
- g) A hub to provide ongoing employment supports to consumer and family members who are working in public mental health, reasonable accommodation, and employee assistance programs; e.g., benefits planning
- h) Addressing public education and stigma reduction on a regional level
- i) Curriculum and training development to promote wellness, resilience, recovery and cultural competency
- j) Developing a regional expert pool of consumers and family members as speakers, trainers and leaders in public mental health
- k) Identify and coordinate funding opportunities, such as through grants and foundations, and develop strategies to leverage and sustain funding

Existing regional structures should be solicited for partnership to maximize community participation, as well as avoid duplication of cost and effort.

3 Minimum Qualifications for Prospective Contractors

Must have demonstrated successful statewide experience in providing training and education consultation to county mental health programs.

4) Key Action Dates

<u>Event</u>	<u>Date</u>
RFQ posted on the DMH Website	9/1/06
Mandatory Letter of Intent Deadline (email acceptable)	9/8/06
Bidders Conference Attendance Mandatory	9/21/06
Final Date for Quotation Submission	10/6/06
Proposed Award Date	10/13/06
Contract Award Date	10/17/06
Proposed Contract Effective Date	12/1/06

- A. The prospective contractor shall provide a written description of the contractor's plan to provide the services detailed in item 2. above. This plan shall include projected milestones and a timeline.
- B. The prospective contractor shall provide a written statement describing how he/she meets the Minimum Qualifications outlined in item 3. above.
- C. The prospective contractor shall provide at least three references from county mental health directors attesting to the contractor's success in providing education and training to their county.
- D. The prospective contractor shall provide a detailed budget and budget narrative for the services to be provided. The total costs of all services cannot exceed \$250,000 on an annualized basis. The total contract is not to exceed \$375,000.

Since the Contractor is not a State employee, travel reimbursement rates will be calculated in accordance with the Department of Personnel Administration (DPA) Rules 599.619, 599.631 and 599.722 for non-represented employees. The contractor will be

reimbursed for actual expenses up to the maximum prescribed in the aforementioned DPA rules. In most cases, a receipt is needed to verify the cost of such expenses. The contractor must retain copies of all Travel Expense Claim (TEC) forms and receipts for at least three years from the final payment of this contract in case of an audit. The time an individual leaves his/her office or residence and returns to his/her office or residence will be used in calculating per diem allowances. TECs must contain these times in order to be processed for payment. For an overview of DPA's travel reimbursement program go to <http://www.dpa.ca.gov/jobinfo/statetravel.shtm>

6) Submission of Quotation

- A. All responses to this RFQ must be submitted in writing via fax, email or mail to the contact listed below by the date and time shown in item 4. above. Responses received after this date and time will not be considered.

Warren Hayes
1600 9th Street- Room 150
Telephone Number: 916-651-0461
Fax Number: 916-654-3198
Email Address: Warren.Hayes@dmh.ca.gov

- B. All responses to this RFQ shall include the items identified in item 5. above. Responses not including the required items shall be deemed non-responsive. A non-responsive quotation is one that does not meet the basic quotation requirements. All non-responsive quotations will be rejected.
- C. Responses must be submitted for the performance of all the services described herein.
- D. A response may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The State may reject any or all responses and may waive any immaterial deviation in a response. The State's waiver of immaterial deviation shall in no way modify the RFQ document or excuse the prospective contractor from full compliance with all requirements if awarded the agreement. The Department of Mental Health reserves the right to reject all responses. The Department of Mental Health is not required to award an agreement.
- E. Costs incurred for developing responses and in anticipation of award of the agreement are entirely the responsibility of the prospective contractor and shall not be charged to the State of California.
- F. No oral understanding or agreement shall be binding on either party.

7) Evaluation Process

- A After the responses to the RFQ have been submitted, each response will be checked for the presence or absence of required information in conformance with the submission requirements of this RFQ.
- B. The Contract Manager will award the contract to a prospective contractor who has submitted a response to this RFQ, has met the minimum qualifications, has quoted a fair and reasonable price for the services to be performed, and has demonstrated through their written plan that they have the level of experience, qualifications, and ability to complete the tasks within the scope of work in a timely, effective and reliable fashion. The selection of the most qualified prospective contractor will be based on an assessment of their written plan to provide services as detailed in item 2. above.

8) Agreement Execution and Performance

- A. Contractor shall commence work only after all approvals have been obtained and the agreement is fully executed. Should the Contractor commence work before the contract has been fully executed, the services performed will be considered volunteered by the Contractor.
- B All performance under the agreement shall be completed on or before the termination date of the agreement.